

FEES

Photocopies:

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*Ask about fees for Photos

REFERENCES

**Public Records Act
RCW 42.56**

**Washington
Administrative
Code (WAC)**

**Traffic Collision
Reports at
www.wsp.wa.gov**

**Crime Reports
www.crimereports.com**

Records Requests

Quick Reference

Traffic Collision Reports

(stand-alone accident reports)

Request reports at:

www.wsp.wa.gov/publications/collision.htm

WSP Technical Help:

Phone: 360-570-2355

Email: collisionrecords@wsp.wa.gov

Case Report Records

www.kingcounty.gov/sheriff

Select "Services", then "Records Requests"
follow instructions to make request

Non-Case Related Records

(IIU files, personnel files, training manuals, etc.)

www.kingcounty.gov/sheriff

Select "Services", then "Records Requests"
follow instructions to make request

Public Records Officer

Patty Shelledy, Legal Unit

Phone: 206-263-2520

Brochure Update: 02/26/2013

Public Records Requests



Responding to Records Requests

Within **five (5)** business days (excluding holidays) after receiving your request, we will:

- Provide the record(s); **OR**
- Acknowledge your request and give you a reasonable estimate of how long it will take to respond; **OR**
- Deny the request in writing, stating the reasons for the denial (this could also include a denial of part of your request and a granting of the remainder).

Once the records have been collected, we will notify you of any copying charges. Any records or portion of records that are exempt from disclosure will be withheld or redacted. We will specify the exemption that applies to anything withheld or redacted.

Please contact the Records Unit if you have questions about Case Reports and the Legal Unit for questions about other documents.

Requesting Accident Reports

If you were involved in an accident you can request the Traffic Collision Report from the Washington State Patrol at:

www.wsp.wa.gov/publications/collision.htm

Questions? Contact WSP at:
Phone: 360-570-2355
Email: collisionrecords@wsp.wa.gov

If you are seeking a copy of an accident report that contains investigative records—or any other case related documents (incident report, statements, 911 calls, photos, etc.) you may make your request online at:

www.kingcounty.gov/sheriff

Select “services”, then “records requests”.

Inspecting Records

In addition to records being made available as copies, you may elect to inspect a record at *no charge*. The Public Disclosure process applies whether the records request is for copies or inspection.

Locations & Times

The best way to make a records request 24 hours a day, 7 days a week, is on our website located under **Records Requests** at: www.kingcounty.gov/sheriff/services

Otherwise, requests to the Records and Legal Units are also accepted in writing, by calling, via fax or asking for the records in person using the request form. Please be sure you submit a detailed description of the requested documents.

Case Report Records:

King County Sheriff's Office
ATTN: **Records Unit**
King County Courthouse
516 3rd Avenue, Room W-150
Seattle, WA 98104

Phone: 206-263-2626
Fax: 206-205-8286
Hours: 8:30 AM – 4:30 PM
Closed weekends & holidays

Records NOT related to Case Reports:

King County Sheriff's Office
ATTN: **Legal Unit**
King County Courthouse
516 3rd Avenue, Room W-116
Seattle, WA 98104

Phone: 206-263-2520
Fax: 206-296-7757
Hours: 8:30 AM – 4:30 PM
Closed weekends & holidays